



HEWETT RECRUITMENT

INTERVIEW TIPS

DISCOVER YOUR HAPPY



RESEARCH!

- Ensure you undertake as much research as possible before attending the interview, to ensure you understand the company's background, goals and culture. Accurate general knowledge of the business environment, particularly the relevant industry is a good idea.



CREATE A GOOD FIRST IMPRESSION

- Be enthusiastic, sincere and open.
- Turn your mobile OFF!
- Be punctual and plan your route
- Dress accordingly



SELL YOURSELF

- Stress specific skills you can offer the company
- Compare your skills with the job specification and evidence them
- Be positive- do not discuss problems or criticise a previous employer.



CLOSING THE INTERVIEW

- Make a short list of questions on information you would like about the role and company
- If there is time, ask them if there is anything more they need to know about you
- Reassure them of your interest in the position
- Take time to thank the interviewer



FOLLOW UP

Get feedback from the company including when they expect they to make a decision.

If you have not heard from the company after the date you expect, give them a call if you have applied directly, or speak to your recruitment consultant if you applied via an agency.